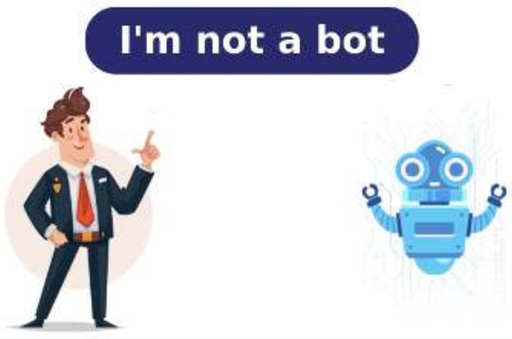
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Bbs 4th year project report format

4th year bbs result. Bbs 4th year project report format 2079.

Guidelines for Writing Project Reports: A Comprehensive Guide for BBS 4th Year Students and Supervisors **Purpose**: This document outlines essential guidelines for students, supervisors, research committees, and other stakeholders on writing, supervising, and evaluating project work reports for MGT 401: Final Project. **Introduction and Learning Outcomes**: The project work report is a crucial academic requirement for BBS 4th year students. It provides an opportunity to explore real business practices, relate theoretical knowledge with practical experiences, and develop essential skills such as data collection, analysis, and presentation. **Responsibilities**: Students are fully responsible for writing and editing the project report of acceptable quality. Supervisors will guide and provide feedback, while the research committee will evaluate the reports based on predetermined criteria. Students will be responsible for submitting a project work report that meets specific requirements. They must develop a proposal with their subject teacher within a month, receive approval from the campus research committee after revisions, and maintain regular updates to their supervisor. To change the scope of the project, they need formal approval from the supervisor and committee. The report should comply with university rules and regulations, demonstrate originality and thoroughness, and accurately cite references. Supervisors will familiarize themselves with policy guidelines and deadlines, offering advice on improving the report's organization and content. They must sign a recommendation form confirming the document is well-written, accurately describes the work, and incorporates suggested changes. For submitting project work reports, the research committee and its chair will be responsible for implementing this procedure and format requirements. This includes: * Developing necessary policies, procedures, and guidelines for effective implementation of project work report writing assignments * Organizing an orientation program for students on the purpose of the project work, proposal writing, and project report writing * Preparing a list of supervisors based on defined criteria * Appointing a supervisor for each student * Developing evaluation policy and criteria * Resolving any disagreements between students and concerned supervisors To certify that the document is well-written, accurate, and an original contribution by the student, the research committee will sign and verify that: * The report is well-written, including writing and format quality * It accurately describes the work performed * It makes a worthwhile contribution by the student * Suggestions made by concerned supervisors have been incorporated Guidelines for Preparing Project Work Reports: The formatting guidelines for a project report outline the structure and layout requirements. Key elements include: * Headings: There are four levels of headings, each with specific formatting rules. * Level one is center justified, in all upper case, and starts on a new page. * Level two is left aligned, with the first letter of each major word capitalized, and has 12-point spacing before and 18 points after. * Level three is left aligned, with an underlined font and sentence case, featuring double space to the following text. * Level four (paragraph heading) is indented with the paragraph, underlined, in sentence case, and ends with a period. * Preliminary pages: These include the declaration, supervisor's recommendation, endorsement, acknowledgments, table of contents, list of tables, list of figures, and abbreviations. The title page is not numbered but assumes page "i". * Title page: It features all upper case text, center justified, and no numbering. * Declaration: A statement from the student regarding the originality of their work. * Supervisor's Recommendation: A letter from the supervisor recommending approval of the project report. * Endorsement: An endorsement letter from the research committee chair to the TU Office of the Controller of Examinations in Kathmandu. * Acknowledgments: Recognition of those who assisted with the project report preparation. * Table of Contents: Double-spaced, featuring all headings and subheadings capitalized and punctuated as they appear in the text. * List of Tables and Figures: Triple-spaced down from their respective headings. * Abbreviations: A list of abbreviations and acronyms in alphabetical order. * Appendices (if applicable): Triple-spaced down from its heading, containing any additional information not included in the main report. Format requirements for the project work report: * It should have three chapters: Introduction, Literature Review, and Methodology. * Chapter one should cover background information, organization profile, objectives, rational, method of study, and review of literature. The study's chapters include a presentation of results and findings in Chapter 2, and a summary and conclusion in Chapter 3. The bibliography lists all sources used, formatted according to APA guidelines. Additional materials, too detailed for the main text, are included in the appendices, labeled alphabetically.